



Town of Boxborough, Massachusetts
Community Services Department
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Boxborough Emergency-Assistance Program

Program Guidelines

I. Program Overview

The Boxborough Emergency-Assistance Program (BEAP) was created to provide eligible households impacted by the ongoing COVID-19 pandemic with financial assistance to help pay for emergency household expenses in response to the continuing negative economic impacts of the pandemic. It is made possible with funding from the Federal American Rescue Plan Act (ARPA). The program is temporary in nature and funding is limited. The program is designed to aid residents in an efficient manner.

The applications will be submitted to the Community Services Coordinator (CSC) who will review the completed application with an oversight team. The oversight team (the CSC and two others) will decide on grant approval based on the application.

To process the checks, the CSC and staff will submit a letter vetting the process and also an original bill and warrant to accounts payable. The checks will then be released by the Town Hall Treasurer based on the warrant schedule. During this process, the staff will intervene with the service provider as needed to forestall any negative impacts upon applicants as the providers await the payment.

Applicants are eligible for:

A grant of up to a total of \$1,000 in a twelve-month period.

II. Household Eligibility

A. Households

A "household" shall mean an individual of two or more persons who are related by blood, marriage, law, or who have otherwise evidenced a stable inter-dependent relationship. An eligible household is one whose primary residence is within the Town of Boxborough.

Applicants (Head of Household) must provide proof of Boxborough Residency (such as current utility bill, driver's license, etc.).

Applicants who are currently homeless, but whose last permanent residence was in the Town of Boxborough within the past two years may be eligible provided they submit proof of their last permanent Boxborough residence (i.e., last Boxborough residence listed on past utility bill, bank

statement, State-issued ID card, etc.) and proof of their current living arrangement in a housing shelter.

B. Income and Assets

The total income of the applicant and all other members of the applicant's household over the age of eighteen (18) may not exceed 80% of the Area Median Income, adjusted for family size.

The total liquid asset (e.g., cash, checking, savings) eligibility for a household must not exceed \$1,000 for one person or \$3,000 for more than one person.

At the time of application, an applicant's total household income and liquid assets cannot exceed the following limits:

Household Size	1	2	3	4	5	6	7
Annual-Income Limit	\$78,300	\$89,500	\$100,700	\$111,850	\$120,800	\$129,750	\$138,700
Liquid-Asset Limit	\$1,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

III. Eligible Expenses

Eligible expenses include, but are not limited to, the following:

1. Rent
2. Utilities
3. Mortgage
4. Condominium fees/Homeowner Association Fee
5. Medical Expenses/Health Care & Co-Pays
6. Dental
7. Transportation Fees Including Auto Repairs, Insurance and Registration

Requested assistance for other expenses will be reviewed by the evaluation team on a case-by-case basis.

IV. Application and Approval

A. Application Process

All potential program participants must complete an application with required documentation.

The online application can be found on the town website. The paper application can be found at the library and the Town Hall.

The CSC will be available to assist individuals in the completion of their application and can accommodate households with limited English proficiency, as well as any disabilities that may

impede their ability to complete the application. The CSC is also available to speak with residents in person and over the phone to help with applications for this program, as well as other programs and resources across the community, including food pantry referrals and mental health and substance use referrals.

Wendy Abetz, Community Services Coordinator, can be contacted at wabetz@boxborough-ma.gov or 978-264-1735 for assistance

Applicants have the right to request a reasonable accommodation in the filing of an application, which may include a change to a policy, procedure, or practice to afford a person with a disability an equal opportunity to participate fully in the program.

The Town of Boxborough does not discriminate on the basis of race, color, religion, national origin, disability, familial status, sex, age, marital status, children, sexual orientation, genetic information, gender identify, ancestry, veteran/military status or membership.

B. Application Approval & Payment

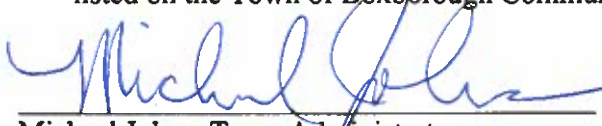
The oversight committee will review completed applications, Applicants will receive a response to their application within two weeks of submission. Payment processing can take up to three additional weeks. Payments will be made directly to the service provider.

The decision of the oversight team is final.

V. Outreach & Implementation Plan

Outreach will consist of the following:

1. The Town of Boxborough Community Services Coordinator will inform the Blanchard School and local human service agencies / community partners who work with Boxborough's more vulnerable and underserved residents.
2. The Town of Boxborough community services department will field inquiries regarding the program, work to identify eligible residents, and assist new applicants. Program to be listed on the Town of Boxborough Community Service website page.



Michael Johns, Town Administrator

12/27/2022

Date